

LEGAL SECRETARY I

Code No. 3-05-161
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a legal secretarial position responsible for the performance of complex secretarial work and legal clerical tasks requiring independent judgment and decision-making responsibilities. Duties involve utilizing and training others in the use of a variety of office equipment in the preparation and typing of confidential legal documents including an electronic work station, and transcription equipment. This title differs from the lower title, Legal Secretary II, by virtue of frequently exercising independent judgment, supervising other clerical employees and/or processing the more difficult and technical documents. The employee reports directly to, and works under the general supervision of an attorney or administrator. General supervision may be exercised over clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Prepares and drafts legal papers such as contracts, complaints, summons, motions, petitions, judgments, satisfactions, releases, records on appeal, orders, claims, leases, deeds, easements, etc.;

Prepares and drafts correspondence, referrals, resolutions and legislation;

Prepares and types the more difficult general and legal correspondence, briefs, memoranda of law, statements, reports, forms and various other legal documents;

Operates a variety of office equipment used in preparing correspondence and legal documents;

Establishes and maintains confidential, litigation and general office files;

Responds in person or by mail or telephone to inquiries;

Schedules meetings, hearings, court dates, etc., for attorneys; ensures all parties are contacted and scheduling conflicts are resolved;

Acts as receptionist for attorneys, greets visitors and schedules appointments;

Transcribes administrative hearing proceedings, correspondence and legal documents from dictation equipment;

Records and files legal papers and documents with County Clerk and Court Clerk offices;

Proofreads typewritten materials for sense, consistency, and quality, as well as for spelling, grammar, and punctuation.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of legal office terminology, practices, and procedures, legal papers, and format of legal correspondence; good knowledge of effective interviewing techniques; good knowledge of English grammar and usage; supervisory ability; organizational ability; ability to operate word processing and electronic transcription equipment at a satisfactory rate of speed; ability to utilize database and spreadsheet software; ability to compose correspondence; ability to create legal forms and correspondence independently or at the direction and under the supervision of an administrator or attorney; ability to proofread written material; ability to operate data entry equipment; ability to train clerical in the use of office equipment, work procedures and secretarial practices; ability to deal effectively with elected officials, administrators, contractors, clients, attorneys, and the general public; ability to follow oral and written direction; decision-making ability; ability to communicate orally and in writing; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Four (4) years paid full-time or its part-time equivalent office secretarial, clerical or paralegal* experience, one (1) year of which must have been in legal work; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university, or school of business or business institute with an Associate's degree or Certificate in Secretarial Science, Office Management, Office Administration, Office Technology, Administrative Assistant or Support Services, Legal Studies, Law and Legal Studies, Legal Support and Services, Paralegal Studies or any other secretarial, office management, or legal studies field plus two (2) years paid full-time or its part-time equivalent office secretarial, clerical or paralegal* experience, one (1) year of which must have been in legal work; OR,
- (C) An equivalent combination of education and experience as defined in (A) and (B) above.

*Paralegal experience can include cooperative education (co-op) or internship experience (paid or unpaid).

SPECIAL REQUIREMENTS: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of this position.

ADOPTED: February 19, 1987
REVISED: January 7, 1988
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